

**Document Header Information**

Document Type:	Auth	Document Name:	AUTH176127
Travel Authorization Number:	TAA041W0	Trip Name:	Traveling to Waterville, ME - Invited to speak at the student conference at Colby College..
TA Date:	01/26/17	Currency:	USD
Organization:	EPAOCSP32OPP	Current Status:	CREATED
Purpose:	4-SPEECH OR PRESENTATION	Document Detail:	Discussing careers, law and government.
Type Code:	TEMPORARY DUTY		

**Traveler Profile**

Name:	KEIGWIN, RICHARD Philip	TID:	00001613
Organization:	EPAOCSP32OPP	Duty Station:	WASHINGTON
Card:	ADVANCE AUTHORIZED	Office Address:	1200 PENNSYLVANIA AVENUE N  WASHINGTON, DC 20460
EMAIL:	KEIGWIN.RICHARD@EPA.GOV	Office Phone:	703-305-7618

**Document Information**

Trip Number: 1

Purpose: Discussing careers, law and government.

**Itinerary Locations**

From	To	Itinerary Location	Purpose	Per Diem Rates
02/10/17	02/11/17	WATERVILLE, ME		91.00 / 51.00

**Document Totals**

Total Expenses:	14.75
Reimbursable Expenses:	14.75
Non-Reimbursable Expenses:	.00
Advance Authorized:	.00
Advance Requested:	.00

**Document Totals by Expense Category**

Expense Category	Cost	Advance Amount
Transaction Fees	14.75	.00
Total Expenses:	14.75	.00

**Trip 1 Details****Expenses**

Trip#: 1		Total Non -Per Diem Expenses:	14.75	Total Per Diem Expenses:	.00
Date	Description	Category	Cost	Pav Method	Per Diem
01/26/2017	TDY Voucher Fee	Transaction Fees	14.75	GOVCC	

**Per Diem Allowances**

Trip#: 1	Total Per Di em Allowances:	.00
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Date	Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	B L D Conf%
02/10/2017	91.00 51.00	0.00	0.00	0.00	0.00	
02/11/2017	91.00 / 51.00	0.00	0.00	0.00	0.00	

**Payment Detail Information**

Organization	Label	Accounting String	Payment Method	Amount
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**Totals by Label****Totals by Payment Method****Document History 01/23/2018 Auth: AUTH176127****Copyright 1989-2009 Concur Government Edition: Concur Inc. KEIGWIN, RICHARD Philip. 00001613**

STATUS	DATE	TIME	SIGNATURE NAME	REASON
CREATED	01/26/2017	9:59AM EST	LEFTRIDGE, DEBORAH Denise	

I certify that the electronic signatures listed above are valid and on file

**SIGNED DATE****Document Signatures**

Traveler/Preparer Name:

Traveler/Preparer Signature:

Date:

Approver Name:

Approver Signature:

Date:

Status &gt;&gt;&gt;

Approved by Approving Official

&lt;&lt;&lt; Status

Traveler Information (click here to open/close) - Signed by Richard Keigwin/DC/USEPA/US...

**EPA**Approval to Accept Travel  
Under Ethics Reform Act of 1989**Event Location** Waterville, Maine**Traveler's Role** ①

Speaker/Panelist

☒ Official Duty☐ Outside Activity**Travel Starts** 02/10/2017**Travel Ends**

02/11/2017

**Event Sponsor(s)** ① Colby College**Purpose of Event** ①Educational Conference for  
Undergraduates**DEO or designee** Debby Sisco**Employee Name** Richard Keigwin**Spousal expenses  
included?**☐ Yes ☒ No**Title** Deputy Director for  
Programs**Organization** OCSPP,OPP**Phone Number** 703-305-7618**Who is the non-federal person(s) or entity(s) paying travel expenses?** ①**Name of Organization:** Colby College**Address:** Mayflower Hill Drive, Waterville, ME 04901**What kind of entity is this?** ①☐ for-profit☐ state/local government ☒ College/University☐ not for-profit☐ foreign government ☐ Other (explain below)

**Describe the entity (source) paying travel expenses.** If the source of the travel expenses is an organization, describe the membership of the organization. For example, the "Center for Sound Science" may be largely made up of companies which produce chemicals regulated by your program or interest groups who take a position on our policies or regulations. (You can attach files below.)

Colby College is an undergraduate institute of higher learning located in Maine.

Is this source a party to a matter that is pending before you for decision, such as a contract or assistance agreement matter, permit, license, etc.? If "Yes", then acceptance of travel expenses cannot be approved

☐ Yes ☒ No

Is this source paying the travel through an EPA contract, Federal assistance agreement OR FEDERAL GRANT (including a recipient's matching share)? If "Yes", then acceptance of travel expenses cannot be approved ①

☐ Yes ☒ No

Is this source otherwise affected by EPA matters in which you participate?

☐ Yes ☒ No

If "Yes," describe the matter and attach explanation (below). ①

**Itemization of benefits** ①**Amount & METHOD of payment** ①

	IN KIND ticket, meals etc., est. the \$	IN CASH must be a check etc. made out to EPA
Common carrier transportation	\$225.00	\$0.00
Meals	\$50.00	\$0.00
Lodging	\$150.00	\$0.00
Local transportation	\$0.00	\$0.00
Waiver of fees ①	\$0.00	\$0.00
Other (specify) Rental car to drive from Portland Airport to Waterville and return to airport; gasoline refill	\$150.00	\$0.00
Sub Total	\$575.00	\$0.00

TOTAL →→→→→ \$575.00

(NOTE: For travel outside the United States, different rules may apply. Check with your ethics advisor.)

**Does this amount exceed the amount payable under Federal Travel Regulations?**☒ Yes ☐ No(see <http://www.gsa.gov> for per diem rates)**Is the value or amount comparable to that provided to (or paid by) other attendees?**☒ Yes ☐ No**Any other explanations or attachments** ⓘ

The employee is an alum of Colby College. He has been invited to serve as a panelist on the College's Government/Policy/Law Industry Panel for its first annual Sophomore Career Connections Conference in February. The conference is part of the College's four year career development program, and this second-year component focuses on getting students "internship ready." The conference will feature multiple skills workshops, alumni panels by industry, an etiquette brunch featuring an alumni panel, a networking reception, a keynote speaker, and one-on-one career conversations/mock interviews. The industry panels are meant to give a more in-depth look into an industry and provide students with advice about how to enter that respective industry while the career conversations/mock interviews are designed to give each student individualized advice and practice interviewing.

Regarding the hotel rate, there is only one decent hotel in Waterville -- the Hampton Inn, which is conveniently located near the College. The rate of \$150.00 is the best available rate, cheaper than the available government rate provided by the hotel.

**Traveler's Certification**By:  Richard Keigwin

Date: 11/15/2016 04:54 PM

See INSIDE for DEO Yes/No Recommendation - Signed by Debby Sisco/DC/USEPA/US on 1...

**DEO Recommendation**

✓ I have reviewed this travel form and recommend approval.

**Approved By: Debby Sisco**

Date: 11/16/2016

**Text Comments:** Per my email.**Additional Attachments / Explanations**

Approving Official's Yes/No Certification (is INSIDE) - Signed by Jennie Keith/DC/USEPA/U...

**Approving Official's Certification**

Approved By: Jennie Keith

Date: 11/17/2016

☐ **Hold Pending Review****NOTE FROM APPROVING OFFICIAL:****Additional Attachments / Explanations:**

Post-Travel Amendment - Signed by Richard Keigwin/DC/USEPA/US on 02/12/2017 05:13:...

ⓘ This amendment replaces the Amount & Method of Payment table you submitted above. The amendment is pre-filled with the amounts you entered earlier -- edit these amounts as needed to reflect your post-travel actuals.

AMENDED Travel Starts 02/10/2017		AMENDED Travel Ends 02/11/2017	
AMENDED Itemization of benefits (Show all that apply)		AMENDED Amount & Method of Payment	
		In Kind (ticket, meals etc., est. the \$)	In Cash (must be by check or other instrument made out to EPA)
Common Carrier Transportation		\$225.00	\$0.00
Meals		\$50.00	\$0.00
Lodging		\$150.00	\$0.00

Local Transportation	\$0.00	\$0.00
Waiver of Training/Attendance/Participation Fee	\$0.00	\$0.00
Other (Specify) Rental car to drive from Portland Airport to Waterville and return to airport; gasoline refill	\$150.00	\$0.00
Sub Totals	\$575.00	\$0.00
<b>AMENDED Total</b>		<b>\$575.00</b>
Comments about any other items which changed after the original submission:		
<b>Traveler's Certification of AMENDMENT</b>		
By:	Date:	